9922DP/9927DP

OPERATING INSTRUCTIONS
SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 760 – 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.2 *“Machine Types”*.)

- Type 1:Savin 9922DP
- Type 2: Savin 9927DP

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about the power source, see “Power Connection” in the Copy Reference manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

973-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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PostScript is a registered trademark of Adobe System Incorporated.

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Energy Star Program

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the **【Energy Saver】** key first.
  For how to change the default interval that the machine waits before entering Low Power mode, see "Energy Saver Timer" on ⇒ P.18 *"System Settings 2/5"*.
- Sleep mode(Fax and printer installed)
  If the fax or printer features are installed, this product automatically lowers its power consumption even further 60 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
  For how to change the default interval that the machine waits before entering Sleep mode, see "Auto Off Timer" on ⇒ P.19 *"System Settings 3/5"*
- Auto Off mode(Copier only)
  If neither the fax feature nor printer feature is installed, this product automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.
  For how to change the default interval that the machine waits before entering Auto Off mode, see "Auto Off Timer" on ⇒ P.19 *"System Settings 3/5"*.
- Duplex Priority(Optional Duplex Tray required)
  To conserve paper resources, the Duplex function (1-Sided/2-Sided) is selected preferentially when you turn on the operation switch or the main power switch, press the **【Clear Modes】**key, or when the machine resets itself automatically. For how to turn Duplex Priority mode on or off, refer to the "Duplex Priority" section in the Copy Reference manual.

❖ Specification

		Copier only		Fax and printer installed	
		Type 1	Type 2	Type 1	Type 2
Low Power mode	Power consumption	50 wh		70 wh	
	Default interval	15 minutes		15 minutes	
	Recovery time	Less than 30 seconds		Less than 30 seconds	
Sleep mode	Power consumption	-		50 wh	
	Default interval	-		60 minutes	
Auto Off mode	Power consumption	10 wh		-	
	Default interval	60 minutes		-	

Duplex Priority	One-sided copying

❖ Recycled paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section of the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section of the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals for this Machine

This is a multi-functional machine combining copier, printer and fax functions. This manual describes procedures common to these functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

- Copy Quick Guide
  Explains the most frequently used copy functions with examples. Also contains information such as the direction in which to set your originals and copying direction.

❖ **Fax Reference (Option)**
Describes the operational procedures and functions to use the machine for faxing.

- Fax Quick Guide (Option)
  Explains the most frequently used fax functions with examples. Also contains information on how to enter letters and symbols.

❖ **Printer Reference (Option)**
Describes the system settings, procedures and functions for using this machine as a printer.

Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	27 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Fax unit	Option	Option
Printer unit	Option	Option

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

❖ **48MB copier memory unit**
Increases memory capacity, allowing you to increase the number of storage of originals.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used, and more data to be stored.

Options for Facsimile Feature

❖ **Expansion Memory (Option)**
Increases memory capacity, allowing you to store more originals for transmission and received images. Also allow sending/receiving in super fine mode.

❖ **Fax Function Upgrade Unit (Option)**
Allows faster communication between super G3 machines with the JBIG feature. Also increases the number of memory available for personal codes, groups, speed dials, memory files, special senders, etc.

❖ **ISDN Unit (Option)**
Allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

❖ **Extra G3 Interface Unit (Option)**
Adds another G3 line.

❖ **PC-FAX Expander (Option)**
By installing a PC-FAX Expander, you can use this machine as a scanner, a PC-FAX modem and a convenience printer.

Printer Mode (Option)

Installation of optional expansion memory allows more data to be stored.

Options for Printer Feature

❖ **Network Interface Board (Option)**
You can use this machine as a network printer with the following platforms and protocols:
- NetWare, Windows 95/98/NT4.0 (TCP/IP, NetBEUI)
- Macintosh (AppleTalk).

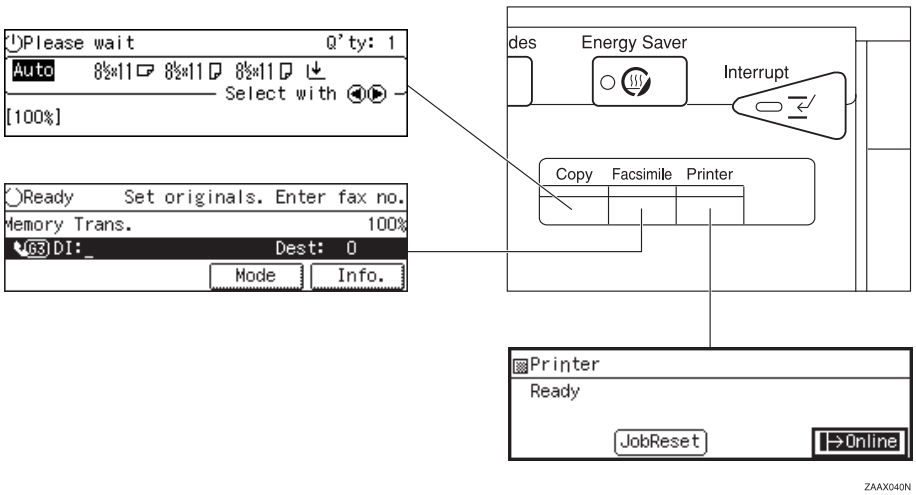
❖ **PostScript3 Kit (Option)**
This machine can be used as a PostScript level 3 printer.

❖ **Printer Hard Disk (Option)**
You can install PostScript fonts on this hard disk. This allows for faster printing when printing complex documents containing several fonts.

❖ **Printer Feature Expander (Option)**
You can print larger, more complex documents with this increase in memory.

Changing Modes

Press the【**Copy**】,【**Facsimile**】or【**Printer**】key to switch to copy, fax or printer mode respectively.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During interrupt copying.
- During Energy Saver mode.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Limitation

❒ When paper longer than 313 mm, 12.3" is set in the optional finisher, or paper is jammed in the optional staple unit, copies cannot be delivered to the finisher tray. However, incoming faxes will still be printed and delivered to the internal tray.

Note

❒ You can choose which mode has highest priority for print jobs. The default is "Copy". See "16. Print Priority" in ⇒ P.21 *"System Settings 4/5"*.

❒ When your machine is equipped with optional internal tray 2, you can specify the tray used for each function so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require optional internal tray 2, contact your local dealer or service representative. See "15. Output Tray Prio." in ⇒ P.21 *"System Settings 4/5"*.

Sample operations

This chart is based on the following conditions:

- "16. Print Priority" is set to "Interleave" (See "16. Print Priority" in ⇒ P.21 *"System Settings 4/5"*)
- For details on operations under other conditions, contact your service representative.

Mode after you select			Copy			Interrupt Copying		Facsimile						Printer			
									Transmission			Reception		Print			
Mode before you select			Copying	Stapling	Sort	Operation	Copying	Transmission Operation/ Manual Reception Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Sort	Stapling
Copy	Copying		×	×	×	❍	❍	❍	❍	☆	❍	☆	☆	☆	☆	☆	☆
	Stapling		×	×	×	❍	❍ *3	❍ *1	❍ *1	☆	❍ *1	☆	☆ *2	☆	☆ *2	☆ *2	→ *4
	Sort		×	×	×	❍	❍	❍ *1	❍ *1	☆	❍ *1	☆	☆	☆	☆	☆	☆
Interrupt Copying	Operation		❍ *5	❍ *5	❍ *5	×	×	❍ *5	❍ *5	☆	❍ *5	☆	❍ *5	☆	❍ *5	❍ *5	❍ *5
	Copying		❍ *5	❍ *5	❍ *5	×	×	❍ *5	❍ *5	☆	❍ *5	☆	❍ *5	☆	❍ *5	❍ *5	❍ *5
Facsimile	Transmission Operation/ Manual Reception Operation		❍	❍	❍	❍	❍	×	×	☆	×	☆	☆	☆	☆	☆	☆
	Transmission	Scanning An Original for Memory Transmission	×	×	×	×	×	×	×	☆	×	☆	☆	☆	☆	☆	☆
		Memory Transmission	☆	☆	☆	☆	☆	☆	☆	→	×	×	☆	☆	☆	☆	☆
		Immediate Transmission	×	×	×	×	×	×	×	×	×	×	☆	☆	☆	☆	☆
	Reception	Memory Reception	☆	☆	☆	☆	☆	☆	☆	×	×	×	☆	☆	☆	☆	☆
		Printing Received Data	☆	☆ *2	☆	❍	❍	☆	☆	☆ *6	☆ *6	☆ *6	→	☆	☆	☆	☆

Mode after you select / Mode before you select			Copy			Interrupt Copying		Facsimile						Printer			
									Transmission			Reception		Print			
			Copying	Stapling	Sort	Operation	Copying	Transmission Operation/ Manual Reception Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Sort	Stapling
Printer	Data Reception		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→
	Print	Printing	☆	☆ *2	☆	❍	❍	☆	☆	☆	☆	☆	☆	→	→	→	→
		Sort	☆	☆ *2	☆	❍	❍	☆	☆	☆	☆	☆	☆	→	→	→	→
		Stapling	☆	→ *8	☆ *2 *8 *9	❍	❍ *3	☆	☆	☆	☆	☆	☆ *2	→	→	→	→

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with Function keys or the **【Interrupt】** key to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 Simultaneous operations are only available after all copy originals have been scanned and copying is in progress.

*2 If you make stapled copies on paper larger than A4, $8^1/_2$" × 11" with the optional finisher, the subsequent operation is disabled until the current job is finished.

*3 If you make stapled copies on paper larger than A4, $8^1/_2$" × 11" with the optional finisher, the Output Tray is automatically changed to "Internal Tray".

*4 If the current operation is taking a long time, reception memory may become full and data reception may not be possible.

*5 If Interrupt Copy is selected, the functions cannot scan or print.

*6 During parallel reception, any subsequent job is disabled until all receptions are completed.

*7 When stapling sizes larger than A4, $8^1/_2$" × 11" and you have selected the "Auto Start" setting displayed immediately after copying starts, processing takes place automatically after staple printing has finished.

*8 When stapling sizes larger than A4, $8^1/_2$" × 11", output is delivered to the internal tray.

*9 Depending on the size of the print data and scanned image, the machine may run out of memory and dual operations may not be possible.

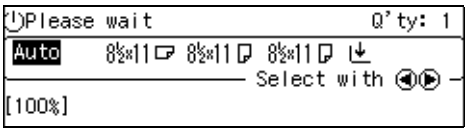
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning a fax data.

1 Press the【Copy】key.

The copy display appears on the panel display.



Reference

For details, see the "Copy Reference".

Interrupt copying to make urgently needed copies

You can interrupt the current copying job or printing of a received fax to make a copy.

Important

❒ If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Limitation

❒ You cannot use the following functions for interrupt copying:

- Duplex
- Combine
- Sort/Staple

❒ You cannot use the interrupt copy function in the following cases:

- during fax immediate transmission
- while scanning an original for memory transmission
- during interrupt copying

Note

❒ Machine operations are different depending "16. Print Priority" (See ⇒ P.21 *"System Settings 4/5"*) or "18. Key Op. Tools" (See ⇒ P.22 *"System Settings 5/5"*) settings.

1 Press the【Interrupt】key.

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the【Start】key after pressing the【Interrupt】key. When the current job stops, the interrupt copy display appears on the panel display.

Note

❒ When you interrupt a copying job, remove the previous original.

2 Make your copies.

3 After interrupt copying is completed, remove the original and delivered copies.

4 Press the【Interrupt】key again.

Resuming the interrupted copying job

❶ Reset the previous original.

❷ Press the【Start】key.

The machine resumes the interrupted copy run.

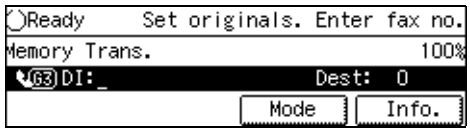
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not copying.

1 Press the 【Facsimile】 key.

The fax display appears on the panel display.



Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the "Fax Reference".

Sending a Fax

Sending a fax while copying

1 Press the 【Facsimile】 key to switch to the fax display.

Note

❒ Remove any originals of your copy job.

2 Complete the usual operations for sending a fax, then press the 【Start】 key.

3 After the transmission has finished, press the 【Copy】key.

4 Reset the copy job originals, then press the 【Start】 key.

The machine resumes the interrupted copy run.

Sending a fax while printing

1 Press the 【Facsimile】 key to switch to the fax display.

Printing is interrupted.

2 Complete the usual operations for sending a fax, then press the 【Start】 key.

After the transmission has finished, printing re-starts.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

1 Press the 【Facsimile】 key to switch to the fax display.

Copying is stopped and a received fax is printed automatically.

Note

❒ Machine operations are different depending "16.Print Priority" (See ⇒ P.21 *"System Settings 4/5"*) or "18.Key Op. Tools" (See ⇒ P.22 *"System Settings 5/5"*) settings.

Printer Mode

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to printer mode. However, if you wish to cancel a print job, you need to switch to printer mode.

1 **Press the【Printer】key.**

The printer display appears on the panel display.

Reference

For details, see the "Printer Reference".

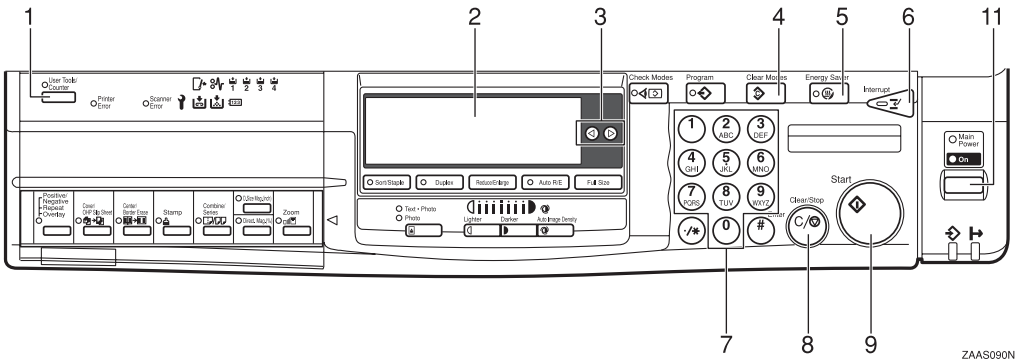
Printing

The machine can receive a print data while any feature go on.

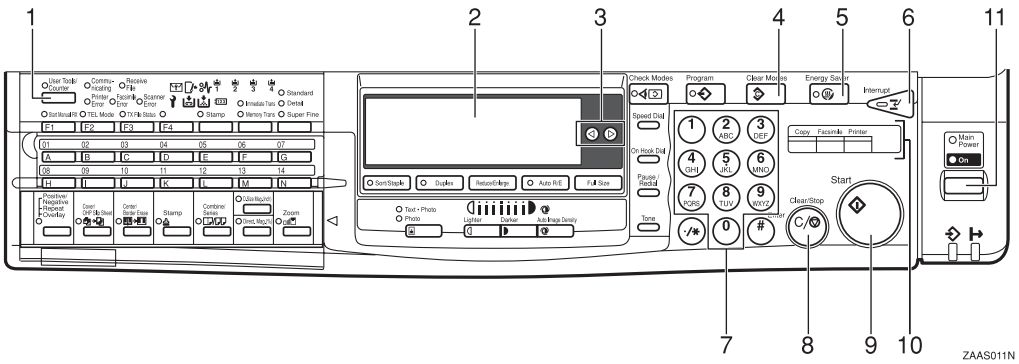
2. User Tools (System Settings)

Keys for User Tools (System Settings)

❖ **When the machine has the copier feature only**



❖ **When the machine has the printer or fax feature**



1. **【User Tools/Counter】 key**

2. **Panel display**

3. **◁ and ▷ keys (Cursor keys)**

Press to select an item on the panel display.

4. **【Clear Modes】 key**

Press to clear the previously entered copy job settings.

5. **【Energy Saver】 key**

Press to switch to and from Energy Saver mode.

6. **【Interrupt】 key**

Press to make interrupt copies during a copy run.

7. **Number keys**

Use to enter a numeric value.

8. **【Clear/Stop】 key**

Press to delete a number you have entered or to stop copying.

9. **【Start】 key**

Press to start copying or faxing.

10. **Function keys (Fax or printer installed machine only.)**

Press to change modes.

11. **Operation switch**

Press this switch to turn the power on. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

2

Preparation

After using the user tools, be sure to return to Copy mode.

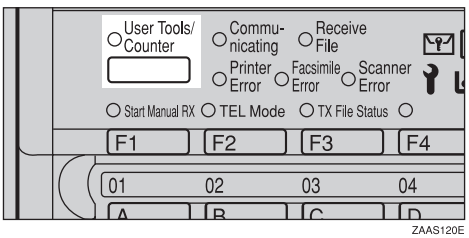
The settings are not canceled even if the operation switch is turned off or the 【Clear Modes】 key is pressed.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

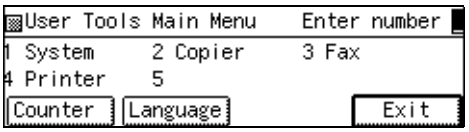
1 Press the 【User Tools/Counter】 key.

The User Tools Main Menu appears.



2 Enter 【1】 with the Numberkeys.

The system settings menu appears.

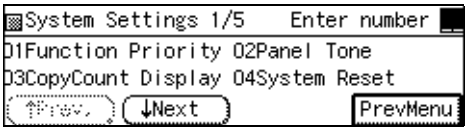


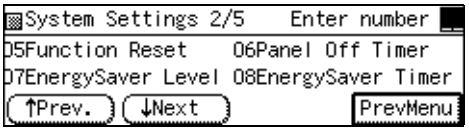
Note

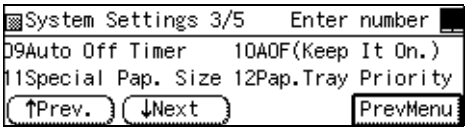
❒ Press the **[Counter]** key to view the total number of prints made by the machine. See ⇒ P.15 *"Printing the Counter Value"*.

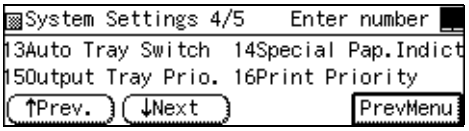
❒ Press the **[Language]** key to switch the display language.

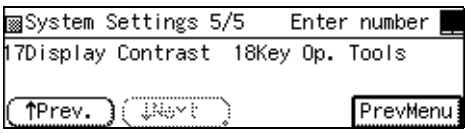
3 Search for the desired menu with the [↓Next] or [↑Prev.] key. Then enter its number with the Number keys.











Note

❒ **[↓Next]**: Press to go to the next page.

❒ **[↑Prev.]**: Press to go back to the previous page.

Reference

⇒ P.16 *"User Tools Menu (System Settings)"*

4 **Change the settings by following the instructions on the panel display. Then press the [OK] key.**

Reference

⇒ P.17 *"Settings You Can Change with the User Tools"*

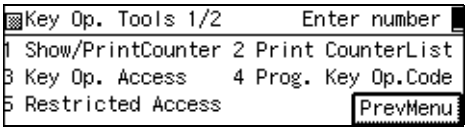
Note

❒ **[OK]**: Press to set the new settings and return to the previous menu.

❒ **[Cancel]**: Press to return to the previous menu without changing any data.

Exiting from the User Tools

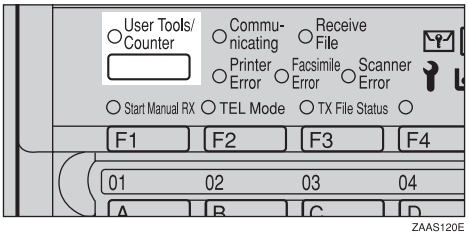
1 **After changing the user tools settings, press the [PrevMenu] key.**


Key Op. Tools 1/2 Enter number
1 Show/PrintCounter 2 Print CounterList
3 Key Op. Access 4 Prog. Key Op.Code
5 Restricted Access
PrevMenu

2 **Press the [Exit] key to return to Copy mode.**

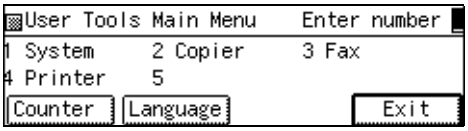
Printing the Counter Value

1 **Press the 【User Tools/Counter】 key.**

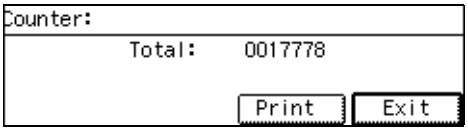


ZAAS120E

2 **Press the [Counter] key to view the total number of prints.**

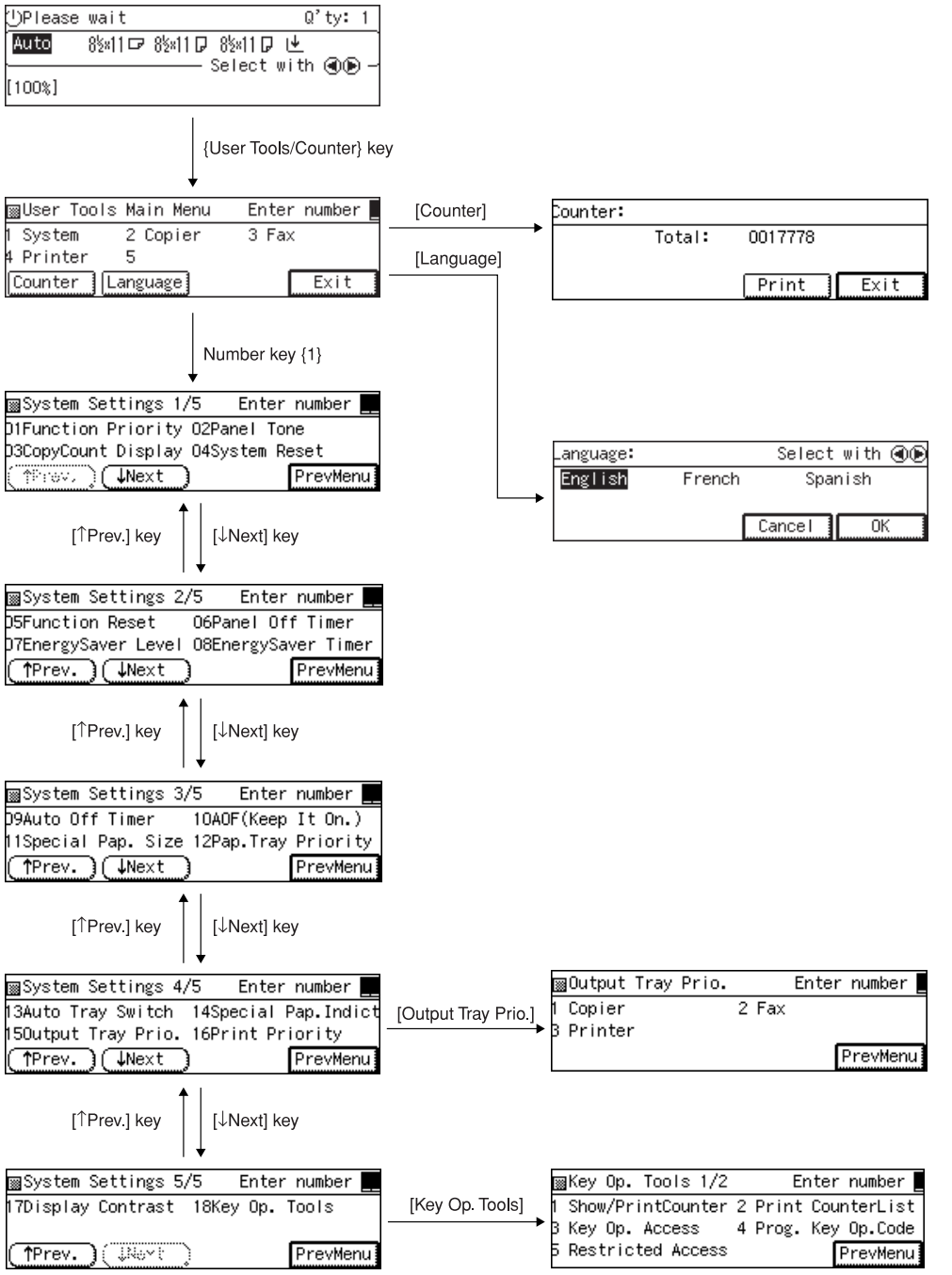


3 **Press the [Print] key.**



4 **Press the 【Start】 key.**

User Tools Menu (System Settings)



ND0X01EN.EPS

Settings You Can Change with the User Tools

Reference

For how to access the user tools, see ⇒ P.14 *"Accessing the User Tools (System Settings)"*.

System Settings 1/5

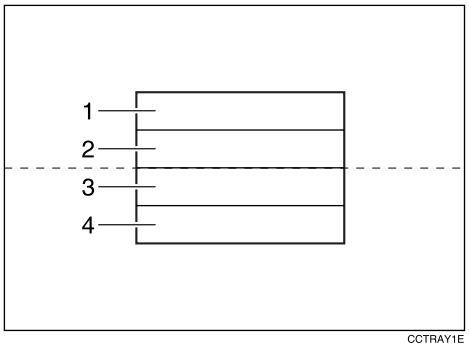
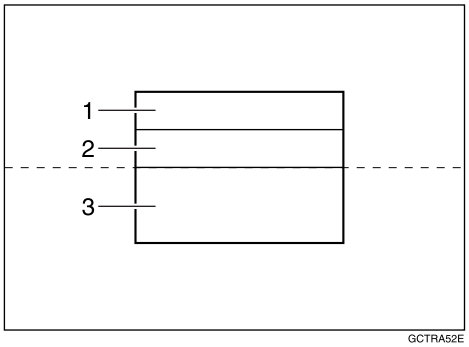
Menu	Description
01. Function Priority	You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
02. Panel Tone	The key tone sounds when a key is pressed. This tone can be turned on or off. **Note** ❒ Default: *On*
03. Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*
04. System Reset	The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "01. Function Priority" in ⇒ P.17 *"System Settings 1/5"*

System Settings 2/5

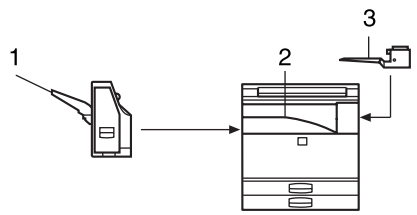
Menu	Description
05. Function Reset	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. The time can be set from 3 to 60, or Instant. **Note** ❒ Default: *10 seconds*
06. Panel Off Timer	The machine enters to Panel Off mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or off. **Note** ❒ Default: *On (60 seconds)*
07. Energy Saver Level	You can select the Energy Saver level. ❖ **Level 1** • Power Consumption: Reduced by about 40% compared standby mode. • Warm-Up Time: about 15 seconds ❖ **Level 2** • Power Consumption: Reduced by about 60% compared standby mode. • Warm-Up Time less than 30 seconds This value applies to Type 1 (Copier features only). **Note** ❒ Default: *Level 1*
08. Energy Saver Timer	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is reduced by 30% compared with Standby mode. This value applies to Type 1 (Copier features only). **Note** ❒ Default: *15 minutes*

System Settings 3/5

Menu	Description
09. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *60 minutes* ❒ Auto Off might not be effective when the machine is in the following conditions: • An error message is displayed. • The remaining memory space for fax mode is less than 100%. • When originals set in the document feeder. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.
10. AOF(Keep It On.)	**Note** ❒ For details of this function, contact your service representative.
11. Special Pap. Size	Select the size of the copy paper set in the paper tray. **Note** ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. ❒ The size of paper you can load in the LCT (Large Capacity Tray) is fixed depending on your locale. However, if you wish to switch from A4 to $8^1/_2$" × 11" or vice-versa, please contact your service representative. • Metric version: A4 ▯ • Inch version: $8^1/_2$" × 11" ▯ **Reference** See "Changing The Paper Size" in the "Copy Reference".

Menu	Description
12. Pap.Tray Priority (for Copy mode only)	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes】 key is pressed. • When Auto Paper Select mode is not selected.  CCTRAY1E 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4  GCTRA52E 1: Tray 1 2: Tray 2 3: Tray 3 (LCT) **Note** ❒ Default: *Tray 1* ❒ Tray 3, Tray 4, and LCT (Large Capacity Tray) are options.

System Settings 4/5

Menu	Description
13. Auto Tray Switch (for copy mode only)	If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting. **Note** ❒ Default: *On* ❒ If you put special paper in paper trays using the Special Paper Indicate menu, the Auto Tray Switch function is available to these trays only when their settings are identical. **Reference** See "14. Special Pap. Indict" in ⇒ P.21 "*System Settings 4/5*"
14. Special Pap. Indict	When recycled paper or special paper is in the paper trays, the paper type can be indicated on the panel display. **Note** ❒ Default: *No Display* ❒ "Recycled Paper" appears on the panel display when recycled paper is selected, and "Special Paper" appears when special paper is selected.
15. Output Tray Prio.	You can specify a tray to which documents are delivered for each mode (copier, fax and printer).  ZAAP020E 1: Finisher 2: Internal Tray 3: Internal Tray2 **Note** ❒ You can specify a single tray for two or more modes. ❒ You can have messages received on a specific line delivered to the internal tray 2 (1 bin tray). Refer to "Changing the User Parameters" in the Fax Reference.

Menu	Description
16. Print Priority (setting the multi-accessing function)	Sets the print priority for each mode. • "Display" Print priority is given to the mode displayed on the display. • "Copier" Print priority is given to the copy function. • "Fax" Print priority is given to the fax function. • "Printer" Print priority is given to the printer function. • "Interleave" Prints jobs in the order in which they are initiated regardless of mode/function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output Tray Prio.". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer. **Note** ❒ Default: *Copier* **Reference** ⇒ P.6 *"Multi-access"* "15. Output Tray Prio." in ⇒ P.21 *"System Settings 4/5"*

System Settings 5/5

Menu	Description
17. Display Contrast	You can adjust the brightness of the panel display.
18. Key Op. Tools Use to view or print counters, and set up user codes. **Reference** "Key Op. Access"	
1 Show/Print Counter	View or print counters by function.
2 Print CounterList	Print all counters.

Menu	Description
3 Key Op. Access	Turn user codes on or off. **Note** ❒ Default: *Off*
4 Prog. Key Op. Code	Register/change the Key Operator Code (8 digits).
5 Restricted Access	Restrict user access using optional key counter. **Note** ❒ Default: *Off*

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